

# PAID TIME OFF FOR VOLUNTEER SERVICES POLICY

## POLICY INFORMATION

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## PURPOSE AND SUMMARY

To foster community engagement and service to the people of Arizona, the University of Arizona (University) provides full benefits-eligible employees up to eight hours of paid time off each calendar year to volunteer at a qualifying Nonprofit or 501(c)(3) organization, or a federal, state, or local government agency.

## SCOPE

This Policy applies to all full benefits-eligible employees.

## DEFINITIONS

**Nonprofit** means no part of the organization's income is distributed to its members, directors, or officers.

**Nonpartisan** means the organization may not attempt to influence legislation as a substantial part of its activities and it may not participate in any campaign activity for any particular political candidates, groups, or issues.

**501(c)(3)** means organizations (commonly referred to as charitable organizations), which are organized and operated exclusively for religious, charitable, scientific, educational, literary, testing for public safety, or other specified purposes and that are tax exempt under Section 501(c)(3) of the Internal Revenue Code.

## POLICY

1. Full benefits-eligible employees are granted eight hours of paid time off for volunteering. Paid time off for volunteering is available upon hire and renewed annually each January 1, thereafter. Paid time off for volunteering is prorated for full benefits-eligible employees at less than 1.0 FTE.
2. Paid time off for volunteering is: (i) optional, no employee is required to volunteer; and (ii) not considered time worked for purposes of overtime or compensatory time.
3. The allotted eight hours paid time off for volunteering does not carry over from year to year. Upon separation from employment, there is no pay out for unused paid time off for volunteering hours.
4. Employees may request paid time off for volunteering to volunteer for a Nonprofit or 501(c)(3) organization, or a local, state, or federal government agency, with the following conditions:
  - a. The organization must be Nonpartisan, and the employee must abide by the University [Political Activity and Lobbying Policy](#).
  - b. The activity must benefit the broader community as opposed to being for the exclusive benefit of a members-only group (such as a mutual aid society) or religious congregation.
  - c. The activity must take place during hours when the employee is regularly scheduled to work. Employees will not be compensated for volunteer activities they perform on their own time.
5. Employees must request and receive written approval from their supervisor in advance of using paid time off for volunteering.
6. The University will not direct or control the employee's volunteer activity. The granting of paid time off for volunteering does not constitute University endorsement or sanction of the volunteer activity in which the employee chooses to engage in on their own time.

## COMPLIANCE AND RESPONSIBILITIES

Prior to using paid time off for volunteering, the employee will certify, in writing, that the volunteer hours will be used to volunteer for a qualifying Nonprofit or 501(c)(3) organization, or governmental agency in an activity that benefits the community. At their discretion, supervisors may require the employee to provide verification of the organization's Nonprofit, 501(c)(3), or government status.

Supervisors may deny or request deferral of paid time off for volunteering based on unit staffing and business needs. The nature or mission of the Nonprofit or 501(c)(3) organization, or governmental agency cannot be considered in the supervisor's decision.

## FREQUENTLY ASKED QUESTIONS\*

### **Can I use paid time off for volunteering for religiously affiliated activities?**

It depends. Paid time off for volunteering cannot be used for serving as a worship leader, proselytizing, or raising funds for religious activities.

Paid time off for volunteering may; however, be taken for charitable activities occurring under the auspices of a religious organization (e.g., a synagogue serving homeless people in Operation Deep Freeze, or a church group participating in a Habitat for Humanity build).

### **Why can't I use paid time off for volunteering to work for a political candidate?**

[Arizona State Statute \(A.R.S.\) section 15-1633](#) prohibits the use of any University resources "for the purpose of influencing the outcomes of elections or to advocate support for or opposition to pending or proposed legislation." See [Arizona Board of Regents \(ABOR\) Policy 6-905](#) for permitted activities.

### **How do I record time taken as paid time off for volunteering?**

A specific reporting code for employees to record paid time off for volunteering will be available in the UAccess time reporting system.

## SOURCES\*

[IRS Exemption Requirements – 501\(c\)\(3\) Organizations](#)

[A.R.S. section 15-1633](#) – Use of university resources or employees to influence elections; prohibition; civil penalty; definitions

[ABOR Policy 6-905 – Political Activity](#)

## RELATED INFORMATION\*

[Bear Down and Step Up | UA Cares](#)

[Internal Revenue Service 501\(c\)\(3\) – Tax Exempt Organization Search](#)

[United Way Volunteer Opportunities](#)

[University Political Activity and Lobbying Policy](#)

## REVISION HISTORY\*

January 2023: New Paid Time Off for Volunteering Policy becomes effective February 2023.

**\* Please note the Frequently Asked Questions, Sources, Related Information, and Revision History sections are provided solely for the convenience of users and are not part of the official University policy.**